

**State of Vermont  
Department of Buildings and General Services  
Property Management Services Division**

## **REQUEST FOR PROPOSALS**

**To buy, lease, subdivide, convert to  
condominiums, or any combination thereof, the  
real property located at: 1193 North Avenue,  
Burlington, Vermont and commonly known as  
the former Thayer School building**

**Issue Date:** October 8, 2008

**Mandatory Site Visit:** October 27, 2008 10:00 a.m.

**Questions Due By:** November 3, 2008

**Due Date And Time:** December 11, 2008 2:00 p.m.

**Location Of Bid Opening:** 4 Governor Aiken Avenue, Montpelier, VT

***PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND  
AMENDMENTS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:***

***<http://www.bgs.state.vt.us/pca/bids/bids.php>***

***THE STATE WILL MAKE NO ATTEMPT TO CONTACT VENDORS WITH UPDATED  
INFORMATION. IT IS THE RESPONSIBILITY OF EACH VENDOR TO  
PERIODICALLY CHECK <http://www.bgs.state.vt.us/pca/bids/bids.php> FOR ANY  
AND ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH  
THE RFP.***

<b>Contact:</b>	<b>Allen Palmer</b>
<b>TELEPHONE:</b>	<b>(802) 828-1424</b>
<b>E-MAIL:</b>	<b><a href="mailto:allen.palmer@state.vt.us">allen.palmer@state.vt.us</a></b>
<b>FAX:</b>	<b>(802) 828-6501</b>

## Overview

Act No. 200 of the 2007-2008 legislative session, entitled “An Act Relating to Capital Construction and Bonding” and hereinafter referred to as the “2008 Capital Bill”, authorizes the Commissioner of Buildings and General Services (BGS) to seek proposals for development opportunities, with certain limitations, of the property located at 1193 North Avenue, Burlington, Vermont.

Section 32, paragraph (d) provides, in relevant part, as follows:

(d) Pursuant to 29 V.S.A. § 166, the commissioner of buildings and general services, with the approval of the secretary of administration, and following a report to the joint fiscal committee on the implications for operating and fee-for-space costs to the department of motor vehicles, shall sell, lease, subdivide, convert into condominiums, or any combination thereof, the Thayer School building located at 1193 North Avenue in Burlington.

## Department of Motor Vehicles

The Department of Motor Vehicles (DMV) currently occupies approximately 6100 square feet at 1193 North Avenue and uses portions of the existing parking area to conduct motor vehicle testing. **The state desires that the department of motor vehicles remain at their current location with a minimal impact on their operations and operational expenses.** Additional details about their space, operational needs, and current space costs are included in the property information packet referenced below. **THE MANDATORY SITE VISIT WILL INCLUDE A TOUR OF THE EXISTING DMV OPERATION AND AN OPPORTUNITY TO ASK ADDITIONAL QUESTIONS ABOUT THEIR NEEDS.**

All proposals must include a description of the plans for DMV, including any anticipated changes to their current space, building access, or parking areas and the cost/square foot that DMV will be required to pay. **A form for this purpose will be included in the informational packet.**

Any proposal that calls for the relocation (either temporary or permanent) of DMV must specify one or more alternate locations, describe how each site meets DMV's operational requirements, and provide the cost/square foot for each alternate site. **A form for this purpose will be included in the informational packet.**

Please note that, prior to the acceptance of any proposal, the legislature's joint fiscal committee must review a report outlining the impact on DMV's operations and costs.

### **Additional Information**

Packets containing additional information about the property and DMV's requirements are available upon request. Please contact Property Management Services at 802-828-3390 to request a packet.

### **Submittal Instructions**

Interested parties should submit **1 ORIGINAL AND 4 COPIES** of their proposals in a sealed package with the OUTSIDE clearly marked as "Thayer School Proposal" to Property Management Services, 4 Governor Aiken Avenue, Montpelier, VT 05633-7001. Proposals must be RECEIVED by the Property Management Services Division prior to the deadline.

Bids may be delivered by hand or sent using a third party delivery service such as the U.S. Postal Service or private express courier. (If the bid package is sealed inside a container provided by the courier, please note that the outside of that package clearly identifies the contents as a Thayer School Proposal.) Bids may NOT be submitted electronically or via facsimile.

Bidders are cautioned that it is their responsibility to originate the shipping of bids in sufficient time to ensure they are RECEIVED prior to the deadline. Bids received after the deadline will not be considered and will be returned to the bidder unopened.

### **Evaluation of Bids**

Bids will be evaluated with consideration given to the impact on DMVs costs and operations. As noted above, BGS must submit a report to the Joint Fiscal Committee regarding the impact on DMV and seek approval from the Secretary of Administration prior to making an award.